



Code: 1380

Family: Human Resources

Service: Administrative

Group: Statistical, Technical and Analytical

Series: Personnel

CLASS TITLE: RECRUITER

CHARACTERISTICS OF THE CLASS

Under general supervision, the class works independently performing a variety of staffing activities of a difficult and complex nature to facilitate the hiring process for assigned city departments, and performs related duties as required

ESSENTIAL DUTIES

- Facilitates hiring and recruitment plans for assigned positions by applying the city's Human Resource strategic management objectives and processes
- Assists hiring departments with HR staffing requirements in regards to Federal and State Employment Law requirements, Equal Employment Opportunity Commission (EEOC), and Municipal hiring regulations
- Communicates the city's HR staffing requirements to hiring managers and ensures a detailed understanding of the competency requirements for open positions
- Coordinates the staffing of vacancies in accordance with hiring plans, criteria and budgetary approvals
- Creates and revises hiring equivalencies and screening criteria ensuring each relate to the duties and responsibilities of vacant positions
- Tracks vacancies through the HRIS system and logs status updates for assigned positions
- Sources qualified candidates and bidders utilizing the city's HRIS Recruitment Management System
- Prepares referrals of qualified candidates to city departments for selection to hire using a rule based selection methodology
- Facilitates consensus meetings with hiring departments in the final selection of qualified candidates
- Attends job fairs to promote City of Chicago job opportunities
- Responds to a variety of employment related inquiries from city departments and the public
- Explains human resource policies and procedures to departmental liaisons
- Participates in special hiring and recruitment projects, as required

NOTE: *The list of essential duties is not intended to be inclusive; there may be other duties that are essential to particular positions within the class.*

MINIMUM QUALIFICATIONS

Education, Training, and Experience

- Graduation from an accredited college or university with a Bachelor's degree plus four years as a Recruiter or Human Resource Generalist in a business, non-profit, or municipal organization

Note: Experience in the use and application of the Taleo – Recruitment Management System is preferred.

Licensure, Certification, or Other Qualifications

- None

WORKING CONDITIONS

- General office environment

EQUIPMENT

- Standard office equipment (e.g., telephone, printer, photocopier, fax machine, calculator)
- Computers and peripheral equipment (e.g., personal computer, computer terminals, scanner)

PHYSICAL REQUIREMENTS

- No specific requirements

KNOWLEDGE, SKILLS, ABILITIES, AND OTHER WORK REQUIREMENTS

Knowledge

Comprehensive knowledge of:

- applicable recruitment techniques
- applicable human resource policies, procedures, rules and regulations
- writing techniques
- research techniques and procedures

Moderate knowledge of:

- employment laws and acts

Some knowledge of:

- applicable federal (e.g., EEOC, FLSA, ADA) and state laws, regulations, and guidelines

Knowledge of applicable City and department policies, procedures, rules, and regulations

Skills

- *ACTIVE LEARNING - Understand the implications of new information for both current and future problem-solving and decision-making
- *ACTIVE LISTENING - Give full attention to what other people are saying, take time to understand the points being made, ask questions as appropriate, and not interrupt at inappropriate times
- *CRITICAL THINKING - Use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems
- *COMPLEX PROBLEM SOLVING - Identify complex problems and review related information to develop and evaluate options and implement solutions
- *JUDGEMENT AND DECISION MAKING - Consider the relative costs and benefits of potential actions to choose the most appropriate one
- INTERPERSONAL SKILLS – Build internal and external work relationships

Abilities

- COMPREHEND ORAL INFORMATION – Listen to and understand information and ideas presented through spoken words and sentences

- **COMPREHEND WRITTEN INFORMATION** – Read and understand information and ideas presented through spoken words and sentences
- **SPEAK** – Communicate information and ideas in speaking so others will understand
- **WRITE** – Communicate information and ideas in writing so others will understand
- **REASON TO SOLVE PROBLEMS** – Apply general rules to specific problems to produce answers that make sense
- **REACH CONCLUSIONS** – Combine pieces of information to form general rules or conclusions (includes finding a relationship among seemingly unrelated events)

Other Work Requirements

- **DEPENDABILITY** - Demonstrate reliability, responsibility, and dependability and fulfill obligations
- **ATTENTION TO DETAIL** - Pay careful attention to detail and thoroughness in completing work tasks
- **ANALYTICAL THINKING** - Analyze information and using logic to address work or job issues and problems

All employees of the City of Chicago must demonstrate commitment to and compliance with applicable state and federal laws, and City ordinances and rules; the City's Ethics standards; and other City policies and procedures.

The City of Chicago will consider equivalent foreign degrees, accreditations, and credentials in evaluating qualifications.

* May be required at entry.

City of Chicago
Department of Human Resources
February, 2013